**Deliverable 1.2.** - Data Management Plan

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## List of Acronyms

| Acronym | Definition |
|---|---|
| CA | Consortium Agreement |
| DMP | Data Management Plan |
| CO | Confidential |
| CC | Creative Commons |
| FAIR Data | Findable, Accessible, Interoperable, Reusable Data |
| GDPR | General Data Protection Regulation |
| PC | Project Coordinator |
| RRI | Responsible Research and Innovation |
| PMO | Project Management Office |
| WPs | Work Packages |
| WPL | Work Package Leader |

# CLIMAS Project Overview

Climate change is one of the most critical issues to tackle today as it is foreseen to have detrimental social, environmental, and economic impacts in the near future. The last climate change events, such as flooding in Germany and Belgium in both Continental and Atlantic regions, heat waves and lack of water in both Mediterranean and Boreal regions, show that the policymakers, experts, and stakeholders' actions are not enough, and a 360º citizens engagement is urgently needed. Therefore, we need to learn from the good experience in citizens' engagement in climate change action and build up citizens` supporting infrastructure for climate adaptation measures to help the 150 European regions and local communities to resist. Climate assemblies and Living labs are considered as sustainable and reasonable tools to stimulate deliberative democracy in climate policymaking.

The ambition of the CLIMAS project is to support a transformation to climate resilience by offering an innovative problem-oriented climate adoption Toolbox, co-designed together with stakeholders by applying a values-based approach, design thinking methods and citizen science mechanisms. All that will be carried out with a gender and diversity approach. It is expected that the use of the Toolbox will anticipate possible tensions, points of controversy and dilemmas vis-a-vis the adaptation to resilience. Therefore, the Toolbox aims at enabling empowerment and engagement strategies that produce a society "resilient by design". In addition, CLIMAS will include the empirical component for testing this Toolbox and formulating scientific based guidelines for policymakers on how to shift Climate Assemblies from technically based deliberations that belong to climate change experts to multi-stakeholders' deliberations based on solving the dilemmas from a bottom-up, more societal, and value-based perspective. CLIMAS outcomes will positively influence policy development and awareness raising process and offer sustainable strategies to enhance the acceptance of citizens' led decisions by policymakers.

# Executive summary

This document constitutes the initial version of the Data Management Plan (DMP) and has been elaborated as a deliverable (D1.2) in the framework of the CLIMAS project. The DMP sets out the broad methodological principles of managing the data collected, processed and/or generated in the framework of CLIMAS, safeguarding that this data will be Findable, Accessible, Interoperable, Reusable (FAIR) and managed soundly and ethically. Moreover, it provides a first, yet meaningful, overview of CLIMA's datasets, as identified in this early stage of the project, along with information on the specific methodology employed on a dataset-by-dataset basis.

The initial version of the Data Management Plan is the first of the three versions of the CLIMAS DMP to be produced in the project's lifetime. The DMP will serve as a living document. In other words, it will be periodically updated and further elaborated to reflect an accurate, up-to-date, and comprehensive pathway for data management. These data can be collected and/or generated both during and after the completion of the project.

# 1. Introduction

The Horizon Europe Model Grant Agreement requires that a Data Management Plan (DMP) is established and regularly updated during the project period. Such plan is crucial because it helps to ensure that the data collected and generated during the project is effectively managed, shared, and preserved over time. The current document constitutes the first version of the Data Management Plan elaborated in the framework of CLIMAS project. The plan is compiled based on the Data Management Plan template[1] recommended for Horizon Europe beneficiaries.

The following elements are addressed in the plan:

- Section 2 provides the summary of data collection and generation tasks;
- Section 3 overviews FAIR data practices in CLIMAS;
- Section 4 details the data management practices of other research outputs;
- Section 5 is dedicated to the allocation of resources;
- Section 6 investigates data security issues;
- Section 7 defines the ethics issues related to data.

Note that the DMP is not a fixed document. It evolves during the project's lifespan and will be further elaborated and updated at least twice throughout the duration of CLIMAS (M18 and M34). Additional ad hoc updates may also be realised (if necessary), to report (i) new data, (ii) changes in the methodology or other data management aspects (such as costs for making data FAIR, size of data, etc.), (iii) changes in consortium policies and plans, or (iv) any other potential external factor (e.g., gender sensitive data).

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[1] Horizon Europe: [Data Management Plan Template](Data Management Plan Template)

# 2. Data summary

The successful fulfilment of the CLIMAS objectives requires several activities under which an array of data will be collected and/or generated. This data is quantitative, qualitative or a mixture of both and will be analysed from different perspectives and methodological approaches with a goal to successfully feed the CLIMAS activities, enabling the consortium to deliver evidence-based results and achieve the objectives of the project. Moreover, pre-existing data will be utilized within the context of CLIMAS as well as through the tools developed in the context of the project. Relevant data and news harvested from trusted selected online sources (e.g., existing climate assemblies, relevant associations), scientific literature, open source or publicly available civic technology tools, outcomes of past and running EU or national funded projects. The CLIMAS multidisciplinary team strives to make the most of and advance the work and results of these available sources and tools.

The following sections provide a summary of the main activities that entail data collection/ generation, along with their purpose and data description, data source, data origin, storage format, expected size and stakeholders that may find meaningful utility for the data collected/generated by the project. To prepare the following summary, the leaders of CLIMAS tasks provided input describing the data collection/generation activities following the template in Table 1 below.

*Table 1 - Template for the data summary of project actions*

| Element | Description |
|---|---|
| **Task X.X** | \<Title of the task> |
| **Task leader** | \<Leader of the task> |
| **Data collection task** | \<Short description of the data collection/generation or re-use process i.e. how the data will be collected> |
| **Data collection purpose** | \<Reasons for data collection/generation/re-use and relation to the project goals> |
| **Data category** | \<Types of data the project generated or re-used i.e. Consortium data; Legislative data; Stakeholder data; Toolkit data; Best practice data > |
| **Data type and format** | \<Indicate the type and format of data> |
| **Data origin** | \<Indicate the origin of data> |
| **Expected data size** | \<Indicate the expected size of data> |

Data collection details for each CLIMAS task are provided in Annex 1 of this document. It is worth noting that these tables are indicative at this time and may be subject to changes during the project evolution in line with the CLIMAS specific activities at each stage of its lifespan.

## 2.1 Purpose of the data collection

To successfully meet its objectives and ensure the production of evidence-based results, CLIMAS entails several activities during which data are collected/generated. Each data collection activities is directly connected to a specific tasks pf the project as outlined in the Table 2 below provides an overview of CLIMAS data collection tasks and their purpose.

*Table 2 - Overview of data collection tasks and their purpose*

| WP | Data collection tasks | Purpose |
|---|---|---|
| WP1 | Internal monitoring exercises which aim to track the project quality (T1.1), data management (T1.2), ethics (T1.3) and gender equality (T1.4) plan implementation. | The data collection activity ensures the effective and continuous administration, management, ethics monitoring, and gender monitoring aspects of CLIMAS. |
| WP2 | Literature analysis and desk research (T2.1) <br><br> Webinars, deliberation sessions and visualisations exercises (T2.2) <br><br> Surveys and interviews with European city authorities (T2.3) | The data collection activities ensure that the previous experience of similar initiatives (e.g., civic technology platforms, citizen science activities, research projects), perspectives of the key stakeholders and decision-makers are considered in the design of Climate change citizens engagements Toolbox. |
| WP3 | Participatory future workshops (T3.1) <br><br> Roundtable discussions (T3.2) <br><br> Desk research (T3.3, T3.6, T3.7) <br><br> Prioritisation tool (T3.4) | The data collection activities ensure that the innovative CLIMAS tools are co-created and co-designed in cooperation with the citizens and other key stakeholders. |
| WP4 | Monitoring of Climate Assemblies activities (T4.1) <br><br> Ideation sessions, deliberation roundtables, rating exercises (T4.2, T4.3, T4.4) <br><br> Interviews with citizens (T4.5) <br><br> Large scale survey (T4.5) | The broad spectrum of data collection activities aims to collect meaningful user feedback and insights on how to calibrate and adapt the Toolbox in the context of Climate Assemblies and Living Labs. |
| WP5 | Citizen surveys (T5.1, T5.2) | The citizens survey ensures that meaningful feedback of Climate Assembly initiation and management is collected. In this context, the citizens refer to potential and actual participants of the Climate Assemblies. The feedback serves as the key building block in designing the recommendations for policymakers to support climate resilient society. |
| WP6 | Monitoring and assessment of the dissemination and communication results (T6.1, T6.2, T6.3, T6.4) <br><br> Data collection on the members of the project's Advisory Board (T6.5) | The data collection activities under WP6 aim to monitor and measure the effectiveness of the dissemination and communication activities of CLIMAS project. |

*Note: Detailed description of tasks of each WP is provided in the Annex 1 of this document.*

## 2.2   Types and formats of data

To develop an overview of the research data that will be collected, generated, and processed within CLIMAS, six different data categories have been defined and are presented in Table 3 below. These six data categories are the most crucial ones for the project activities.

*Table 3 - CLIMAS data categories*

| Data category | Description |
|---|---|
| **Consortium data** | Consortium data comprises data from project partners. It involves data related to administration and management within the consortium. In this regard, the data presented in project deliverables will be open to the public and published on the project website. Other types of the data will be only accessible to the members of the consortium. This data will mostly be collected in WP1 and WP6. |
| **Legislative data** | Legislative data comprises of legal aspects within CLIMAS. It acts as an integration between the consortium data and legal aspects such as GDPR guidelines, cybersecurity law and so on. This data will mostly be collected in WP1 to address issues of ethics and data management in the project. |
| **Stakeholder data** | These stakeholders include but are not limited to citizens, experts, policy makers, interview partners and so on. Regulations applicable to the processing of data distinguish between personal and non-personal data. In this category, the data will be non-personal and only provide an overview of the thoughts and insights of stakeholders shared with CLIMAS during a number of various participatory activities, interviews and workshops relating to improvement of citizen engagement mechanisms.  This data will be collected in WP2, WP3, WP4 and WP5. |
| **Personal data of stakeholders** | Personal data is defined under the General Data Protection Regulation (GDPR) as "any information relating to an identified or identifiable natural person ('data subject')," Art. 4 (1) GDPR. For instance, identifying characteristics such as name, address and date of birth, income, location, external characteristics (gender, eye colour, height, and weight), but also internal characteristics (opinions, convictions, wishes etc.) and communication with CLIMAS representatives are personal data. During the CLIMAS project, personal data will be collected from and processed by the project partners and stakeholders of Climate Assemblies.<br><br>To ensure the protection of personal data and ensure compliance with GDPR, following steps will be taken during the implementation of CLIMAS:<br><br>• CLIMAS will minimize data collection and collect only the minimum amount of personal data necessary for the project and ensure that it is relevant and necessary.<br>• CLIMAS will obtain explicit and informed consent from individuals before collecting and processing their personal data.<br>• CLIMAS will implement appropriate technical and organizational measures to ensure the security and confidentiality of personal data, such as access controls, encryption, and regular backups.<br>• CLIMAS will monitor and control access to personal data, ensuring that only authorized personnel have access to it.<br><br>By taking these steps, the project team can protect personal data and ensure compliance with GDPR, minimizing the risk of data breaches and other security incidents. |
| **Toolkit data** | Toolkit data involves data collected for developing technical tools and assessment methodology in the context of Climate Assemblies and Living Labs (e.g., climate data to feed into KEB tool). This data will mostly be collected, generated, or analysed in WP4 and WP5. |
| **Best practice data** | Best practice data includes secondary data on the activity of other Climate Assemblies, Citizen Science initiatives and Civic Technology platforms. This data will mostly be collected, generated, and analysed in WP2, WP3 and WP5. |

### 2.2.1 Data types and formats

The data falling into the categories outlined above will belong to the data types and file formats outlined in Table 4. CLIMAS pays special attention to using open formats (such as .csv, .pdf, .zip, etc.) and / or machine-readable formats (such as .xml, .json, .rdf, .html, etc.) when possible, to enhance the interoperability and re-use of data. In doing so, we are providing data that is easily readable and freely usable in any software programme employed by third parties interested in utilizing the data.

*Table 4 - CLIMAS data categories*

| Data type | File formats |
|---|---|
| Video recordings | .mp4 |
| Protocols | .docx, .odt, .pdf |
| Images | .jpg, .png, .svg |
| List of participants | .xlsx, .csv |
| Reports | .docx, .odt, .pdf |
| Presentations | .pptx, .pdf |
| Minutes (from interviews) | .docx, .odt, .pdf |
| Minutes (from participatory workshops) | .docx, .odt, .pdf |
| Audio recordings | .mp3 |
| Social, digital media and website data | .xlsx, .csv |
| Survey data | .xlsx, .csv |
| Collection of secondary sources (website links, related publications, published data) | .xlsx, .csv |
| Records of public sector | .xlsx, .csv |
| Records of organizations | .xlsx, .csv |

## 2.3 Origin of data and re-use of pre-existing data

In the context of CLIMAS, new data will be collected/generated by partners (their internal knowledge, experience, and expertise from their participation in other R&I projects and initiatives) as well as external stakeholders participating in the activities of the project and using the Toolbox. With that in mind and aside consortium partners, external groups of stakeholders from which new data originated and will originate include:

- Citizens, Citizens' associations, Local and regional communities, Civil society associations (e.g., CSOs, NGOs, etc.);

- Scientific communities, researchers, academics,;

- Research performing and/or funding organizations (e.g., public/private research institutes, universities, research funding agencies, etc.);

- Public authorities (regional and local authorities, municipal bodies, etc.) and decision makers at the national and EU level involved in research policies, support schemes, etc.;

- Relevant Initiatives (EU projects focusing on systematic engagement of civil society in climate resilience);

Moreover, pre-existing data will be utilised within the context of CLIMAS as well through the tools developed in the context of the CLIMAS Toolbox. Such data include relevant scientific information, published and grey literature harvested from trusted selected online sources regarding innovative citizen engagement strategies, open source, or publicly available engagement tools, such as outcomes of past and running EU or national funded projects. The CLIMAS consortium strives to make the most of and advance the work and results of these available sources and tools.

## 2.4   Size of data

The size of the data is yet to be determined. The preliminary size of each data collection output is defined in Annex 1 of this document.

## 2.5   Data utility

The stakeholders that may find meaningful utility for the data collected/generated by the project (both within as well as outside of CLIMAS consortium) along with the benefits that could arise for them by utilizing this data, are concisely presented in the sections that follow.

### 2.5.1   Research community

The CLIMAS research on citizen engagement strategies and the inclusiveness recommendations will contribute to the fields of climate resilience, citizen engagement, citizen science, deliberative democracy, and climate literacy. In social sciences and humanities, through an interdisciplinary undertaking, our project will share insights on the future of work, institutional reform, and sociotechnical design, and for minimizing lower educated citizens' exclusion risks by applying citizen science approaches and infographic methods to practice. Research performing organizations and researchers worldwide, Horizon Europe beneficiaries, partners and stakeholders in other climate-resilience-related initiatives may use the data collected/generated in the framework of CLIMAS: (1) to enrich their literature review, to monitor best practices and good practices on how to facilitate Climate Assemblies worldwide, (2) to enrich their understanding of willingness to participate in Climate Assemblies, and (3) to enrich their understanding of the bottom-up and demand-driven design of Climate Assemblies and similar citizen-focused initiatives.

### 2.5.2   Citizens

The main goal of the CLIMAS project is to increase the quality and frequency/quantity of citizens' engagement in climate resilience around the 150 EU regions and communities. Therefore, this project covers a variety of biogeographical EU regions and diverse cultural, social, political, and environmental contexts. Citizens and citizen communities across Europe can use the data collected in CLIMAS for identifying opportunities for engagement and action, designing bottom-up initiatives, mitigating the risks of climate change, and implementing ongoing civic initiatives and/or citizen science projects. In addition, citizens can use the data to better understand the impact of climate change on their communities and identify the most pressing climate resilience challenges. By analysing CLIMAS data, citizens could gain a better understanding of the vulnerabilities and risks

facing their communities and prioritize actions that address these challenges. Finally, citizens could use CLIMAS data to hold governments and other stakeholders accountable for their climate resilience commitments and initiatives. D1.3 will dedicate special attention to the collection of data from minorities and marginalized groups.

### 2.5.3 Non-governmental organizations

Non-governmental organizations (NGOs) play a critical role in promoting sustainable development and addressing climate change. They are often involved in initiatives aimed at enhancing citizen engagement in climate resilience. Datasets generated during CLIMAS could be beneficial for NGOs (1) to get valuable insights into the effectiveness of current citizen engagement strategies. NGOs could use this information to evaluate their programs and initiatives and identify areas for improvement; (2) to identify key stakeholders and partners for their initiatives. By understanding the characteristics of individuals and groups that are most engaged in climate resilience activities, NGOs could target their outreach efforts more effectively. This could lead to more successful collaborations and partnerships with key stakeholders, including local communities, government agencies, and other NGOs, and (3) to measure the impact of their initiatives. By collecting baseline data and tracking changes over time, NGOs could assess whether their programs are achieving the desired outcomes.

### 2.5.4 Other initiatives working on climate resilience

CLIMAS will interact with the infrastructures like GEOSS, EuroGEOSS, Copernicus CAMS, ReportNet3.0, INSPIRE, etc. contributing with data, reports, and paradigms towards the research community in the EU. The CLIMAS tools and the climate assembly portal will be aligned with all the relevant initiatives during and beyond the project lifetime by establishing the links via networking activities.

### 2.5.5 Policy makers

CLIMAS will seek to increase its societal impact by developing policy recommendations on how to adapt currently existing citizen engagement mechanisms (such as Citizen Assemblies) for climate change mitigation. Throughout its duration, CLIMAS is set on collecting and producing quantifiable evidence on the effectiveness and impact of the activities and tools that were piloted and tested during the project to foster their replication and scale-up beyond its completion. Data generated to this end may find great utility in the hands of experts who design, implement and/or fund relevant climate resilience policies. Indeed, data on what changed (or not), for whom and why during the project's lifespan can help them gain a better understanding of what could drive successful citizen engagement activities in their own context. Our results will also seek contributions to climate assemblies towards policy at the EU and national level in climate agenda, equality, and social justice, and help civil society organizations and NGOs fight climate change impacts and deal with related vulnerabilities.

### 2.5.6 CLIMAS consortium

The data collected/generated during CLIMAS is the corner stone for project partners in order to produce evidence-based results and ultimately achieve the objectives of the project. Indeed, these data enable the familiarisation of the citizens with the concept of Climate Assemblies and the identification and promotion of the sustainable changes required for mitigating the risks of climate change. At the same time, this data may be meaningful for project partners beyond the end of the project as well, enabling them to build and capitalise upon interesting ideas and opportunities that may emerge to ensure the long-term sustainability of the CLIMAS Toolbox.

# 3. Fair data

The EC Data Guidelines[2] highlight the key importance of making data produced by projects funded under Horizon Europe **Findable, Accessible, Interoperable, and Reusable (FAIR)**, to ensure its sound management. To the extent possible as provided for in the Grant Agreement and ensuring compliance with ethical and legal requirements, the project will make sure its research analysis and results are FAIR compliant. The principles of openness and transparency are followed in all research activities within CLIMAS, fostering sharing and collaboration as early as possible, and throughout the whole research and innovation cycle.

## 3.1 Making data findable

CLIMAS puts a particular emphasis on enhancing the discoverability of the data collected and generated during its activities. To this end, the project follows a **metadata-driven approach** based on structured textual information that describes the creation, content, or context of a digital resource. The project employs metadata standards to build rich and consistent metadata to support the long-term discovery, use and integrity of its data. This process results in effective searching, improved digital curation and easy sharing of the data, while the standards applied enable the integration of metadata from a variety of sources into other technical systems.

To facilitate the citation of CLIMAS's findings, results and research, data will have **Persistent Identifiers** (PIDs) (Digital Object Identifiers (DOIs)). Furthermore, the data will be deposited in **Zenodo**, which assigns DOIs. CLIMAS openly available data will follow the metadata standards provided by Zenodo, which creates metadata to accompany the datasets uploaded to its repository, extending their reach to a wider audience of interested stakeholders. These metadata can be exported in several standard formats, including open and machine-readable ones (such as MARCXML, Dublin Core, and DataCite Metadata Schema), following the guidelines of OpenAIRE and are stored by Zenodo in JSON-format according to a defined JSON schema.

In addition, all CLIMAS documents (such as reports, presentations, and other types of deliverables) will be identifiable based on a common **naming convention**. Version control will be clearly identified and will follow the version control set out in the CLIMAS Project Handbook (D1.1). To ensure document and data control, each document and data set will be uniquely identifiable. A clear **version number indicator** is used in the naming convention of every data file produced during CLIMAS to facilitate the identification of different versions.

The CLIMAS data will be provided with **search keywords** with a view to optimize its re-use by interested stakeholders. With that in mind, the metadata standards employed by CLIMAS provide opportunities for tagging the data collected/generated and its content with keywords. In general, keywords are a subset of metadata and include words and phrases used to name data. In the context

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[2] Open Research Europe – Data Guidelines

of CLIMAS, keywords are used to add valuable information to the data collected/generated as well as to facilitate the description and interpretation of its content and value.

## 3.2    Making data accessible

To ensure that others can find and access the CLIMAS data, it will be hosted by a stable and recognized open repository. It is important to use a trusted repository to ensure the continued availability of the data in the future, both for humans and machines. Hence, research output will be deposited in the Zenodo repository. However, due to the personal data that will be managed during the project, the project requests a total or partial opting-out of some specific data. All personal data (with informed consent) will be anonymised before sharing with other partners. These actions will take place where data will be incompatible with the need for confidentiality in connection with security issues and with existing rules concerning the protection of personal data (GDPR) and protection of intellectual property, in alignment with the principles ruling the management of IPRs within CLIMAS, as is set out in the Grant and Consortium agreements. To this end, a set of good practices by the Consortium of European Social Science Data Archives (CESSDA) will be employed. Dedicated tools such as Amnesia[3] featured by OpenAIRE may also be employed to facilitate anonymisation of data.

CLIMAS emphasizes the accessibility of the data collected/generated during the project. With that in mind, no specialised method, software tool and/or documentation is needed to access the data. Stakeholders can access the data by simply using their web browser (e.g., Mozilla, Google Chrome, Internet Explorer, Safari, etc.) through their computers (either desktop or laptop), smart phones and/or tablets.

Green open-access will allow authors to deposit a Preprint, a potentially revised author version or, where possible, a final peer-reviewed publisher's version (Registered reports) of their publication at an institutional or subject repository that allows public access. Most of these materials will also be freely available on the project website and continuously updated throughout the project duration. CLIMAS will provide accessible PDF files to guarantee those visually impaired persons have access to all text materials. Similarly, the project software tools will be released with suitable open-source licenses, while the text and media content developed in the project shall be released under appropriate Creative Commons licenses. Open access journals and conferences (Gold Open Access) will be targeted for dissemination if high impact publication options are available.

## 3.3    Making data interoperable

To allow interoperability of data, it must be possible to combine and compare them with diverse sources, both by humans and by machines. The research data and other outputs produced will rely on common formats and standards and community agreed schemas, FAIR principles, controlled vocabularies, keywords, thesauri, or ontologies where possible to be interoperable and be

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[3] More information on Amnesia and guidelines for users can be found in: https://www.openaire.eu/amnesia-guide

integrated with other data, applications, and workflows. Most of the data in the project which could be openly shared is textual in nature with commonly used formats (e.g., CSV), hence their usage by other researchers should be quite straightforward and open-source tools could be used for the purpose. If, during the project, there arises the need to use customized data formats, appropriate sharing mechanisms will be defined by the project.

## 3.4   Increase data re-use

The re-use of data is a key component of CLIMAS methodology for making data FAIR. In fact, making data available for re-use ensures interested stakeholders, other than project partners, can benefit from this data, contributing towards maximizing the impact of the project. Hence where possible, CLIMAS will strive to support the reusability of its research outputs by relying on licenses for data sharing and re-use (e. g. Creative Commons, Open Data Commons) and the availability of tools/software/models for data generation and validation/interpretation/re-use.

The application of a licence to CLIMAS open data is an uncomplicated way to ensure that any interested third-party can re-use it. In this context, licences are the instrument which permit a third-party to copy, distribute, display and/or modify the project's data only for the purposes that are set by the license. Licences typically grant permissions on condition that certain terms are met. While the precise details vary, three conditions are commonly found in licences which are the attribution, non-derivative, and non-commerciality. Along these lines, CLIMAS publishes openly available data under the Creative Commons licencing scheme to foster their re-use and build an equitable and accessible environment for them. Zenodo provides CLIMAS the opportunity to publish its open data under five Creative Common licences (see Table 5 below).

*Table 5 - Types of license schemes to permit the widest use possible*

| Licence scheme | Description |
|---|---|
| **Creative commons Attribution-Share Alike 4.0 (CC BY-SA 4.0)** | According to this license scheme, any third party can freely copy, distribute, display, and modify the datasets for any purpose. Remix, transform, or built upon data, must be distributed under the same license as the original. Third parties must give appropriate credit, provide a link to the license, and indicate if changes were made. |
| **Creative Commons Attribution 4.0 International (CC BY 4.0)** | According to CC BY 4.0 any third party can freely copy, distribute, display, and modify the datasets for any purpose. Third parties must give appropriate credit, provide a link to the license, and indicate if changes were made. |
| **Creative Commons Attribution-No Derivatives 4.0 International (CC BY-ND 4.0)** | During CC BY-ND 4.0 any third party can freely copy, distribute, display, and modify the datasets for any purpose. Remix, transform, or built upon data, however, must not be distributed. Third parties must give appropriate credit, provide a link to the license, and indicate if changes were made. |
| **Creative Commons Attribution-Non-Commercial 4.0 International (CC BY-NC 4.0)** | Based on CC BY-NC 4.0 third parties can copy, distribute, display, and modify the datasets for any purpose other than commercial unless they get a permission by project partners first. Third parties must give appropriate credit, provide a link to the license, and indicate if changes were made. |

| Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International (CC BY-NC-ND 4.0) | According to CC BY-NC-ND 4.0 third parties can copy, distribute, display, and modify the datasets for any purpose other than commercial unless they get a permission by project partners first. Remix, transform, or built upon data, however, must not be distributed. Third parties must give appropriate credit, provide a link to the license, and indicate if changes were made. |
|---|---|

It is important to note that different licensing schemes may be selected to better fit the need of CLIMAS open data, ensuring not only their long-term preservation and re-use but also the interests of the consortium along with the rights of individuals for whom the data is about.

# 4. Allocation of resources

## 4.1 Estimated costs

The costs emerged from the FAIR data management process are integrated within the budget of CLIMAS and amount to 16,000.00 EUR.

## 4.2 Data management responsibilities

Effective, proper, and secure handling of the CLIMAS data collected/generated requires establishing specific data management roles within the project's data management methodology and procedures. These are as follows:

- **Project Coordinator** (PC): The PC, VILNIUS TECH, with the support of the Project Management Office (VILNIUS TECH, CambiaMO and Deep Blue), is responsible for overall data management in the framework of CLIMAS, including the elaboration of the DMP and its updates (with the support of all partners). Simultaneously, the PMO will support the IHS in elaboration of proper template for the Informed Consent Form (IHS) during the implementation of Deliverable 1.3. The project partners must adjust, translate, and utilise the template during the relevant project activities. The PC and PMO will consult with Work Package Leaders, Task Leaders, and Responsible Partners to determine whether and how the data collected/generated by the project are shared and become available for re-use, contributes to its quality assurance, and uploads the project's openly available data to Zenodo.

- **Data management officer:** The data management officer dr. Monika Mačiulienė assigned by VILNIUS TECH will assess the proper and efficient implementation of the Data Management Plan. When needed, the data management officer would provide support to the project partners if issues related to data management arise.

- **Work Package Leaders** (WPL): The WPLs are responsible for coordinating any data processing activities performed in their WP. Together with the PC, PMO and the respective Task Leaders they decide whether and how the data gathered/produced will be shared and/or re-used. This includes the definition of access procedures and the potential embargo periods, along with any necessary software and other tools required for data sharing and re-use. Finally, WPLs are responsible for assuring the quality of the data stemming from their WP i.e., assessing data quality in relation to WP goals and indicating any need for improvement to the respective Task Leaders.

- **Task Leaders**: Task leaders are responsible for the data collected/generated in their tasks and to safeguard appropriate and timely data processing. Together with the PC, PMO and the respective Task Leaders they decide whether and how the data gathered/produced will be shared and/or re-used. They are responsible for adequately adjusting the Informed Consent Form (prepared in D1.3) to each activity's needs and specificities. They undertake

any preparation actions needed before sharing data, either within or outside the consortium (proper naming conventions, anonymisation techniques, creation of metadata, documentation, etc.).

- **Partners**: All project partners are tasked to collect, digitise, anonymise, store, destroy and process data for the specific purpose of the activity in which it has been collected/generated. They are responsible for (i) appropriately collecting the necessary consent for processing data; (ii) ensuring that the Informed Consent Form created T1.3 is adequately adjusted to the local specificities of each case and applicable to their organisation; and (iii) ensuring adherence to provisions of National Data Protection Legislation in their respective country. Moreover, they are responsible for managing the consents they have collected to demonstrate their compliance with the relevant EU and national regulation. Finally, they perform quality checks to assess and maintain the dataset's quality (s) held within their records.

# 5. Data security

CLIMAS will securely handle any collected/generated data throughout its entire lifecycle to safeguard it against unauthorized access and/or accidental loss. To achieve this, the project will apply appropriate technical and organisational measures based on a risk assessment of the relevant data that considers the impact and the likelihood of a potential data breach.

For internal sharing of data/documents within the project, the consortium will use the SharePoint application which ensures the security of data. Also, to minimise the consequences of potential data losses, the data will be backed up at regular time intervals based on change frequency and criticality. In addition, all project partners are expected to process data using appropriate means (such as private servers or cloud service providers) that adhere to the relevant legal data protection requirements (e.g., GDPR). The partners must ensure that this data is protected, and necessary data security controls have been implemented, to minimise the risk of information leak and destruction. Access to closed data will only be permitted to authorised project partners. In case of data breach, the responsible project partner will notify its competent national supervisory authority (e.g., data protection authority) and the data subject(s) that may be affected by the breach, without undue delay and, where feasible, not later than 72 hours after becoming aware of the breach. The responsible partner will document any personal data breaches, including information such as the facts relevant to the breach, its effects and the remedial action(s) taken.

For publicly shared data, both the website of the project and the repositories used (i.e., Zenodo) will ensure proper security and backup mechanisms.

CLIMAS is under the contractual obligation to retain the project's data for up to five years after the end of the project (unless auditors request further retention). After the expiry date of the retention period, and unless further legitimate grounds for retention arise, partners are obliged to dispose of personal data securely.

# 6. Ethics

Data protection and good research ethics are major topics of the CLIMAS consortium. Good research ethics requires all actions to take great care and prevent any situation where sensitive information could be misused. This is what the CLIMAS consortium wants to guarantee for this project.

Research data that contains personal data will only be used for the purpose for which it was specified by the consortium and received informed consent. Furthermore, all processes of data generation and data sharing must be documented and approved by the consortium to guarantee the highest standards of data protection.

The project's Informed Consent Form and the Data Subject Request Form templates will be compliant with the GDPR and annexed to this DMP as soon as these are available. The templates will be prepared in the capacity of D1.3 Ethics monitoring plan (due M6).

Each project partner is responsible for appropriately adjusting the template of Informed Consent Form. The final versions of this document need to reflect (i) the specificities of the activity for which they are being used; and (ii) the relevant data protection laws and regulations applicable in their respective countries and/or organisations.

Moreover, all partners must keep records to demonstrate that data subjects have consented to processing their personal data and using consent management mechanisms that make it easy for individuals to withdraw their consent.

# Annexes

## Annex 1: Data collection/generation activities in CLIMAS WPS

### WP1 DATA COLLECTION/GENERATION ACTIVITIES

*Table 6 - CLIMAS T1.1, T1.2, T1.3 & T1.4 data collection/generation activities*

| Element | Description |
|---|---|
| **Tasks 1.1,1.2, 1.3 & 1.4** | Reporting on project quality, data management, ethics monitoring, and gender equality plan implementation |
| **Task leaders** | VILNIUS TECH, IHS, CAMBIAMO |
| **Data collection task** | Internal audit exercise which aims to track the project quality, data management, ethics and gender equality plan implementation through the indicators set in tasks 1.1, 1.2, 1.3 & 1.4. |
| **Data collection purpose** | The goal of the internal monitoring activity is to prepare interim and final reports (D1.5 & D1.6). The reports will review the months progress of the following plans: project management and handbook (D1.1), data management (D1.2), ethics monitoring (D1.3) and gender equality (D1.4) and provide the amendments and changes in all four plans if needed. |
| **Data category** | Consortium data (both open and closed)<br>Legislative data<br>Personal stakeholder data (closed) |
| **Data type and format** | Protocols (.docx, .odt, .pdf)<br>List of participants (.xlsx)<br>Reports (.docx, .odt, .pdf)<br>Presentations (.pptx)<br>Audio recordings (.mp3)<br>Survey data (.xlsx, .csv)<br>Minutes from interviews (.docx, .odt, .pdf) |
| **Data origin** | Partners' know-how. |
| **Expected data size** | Less than 1GB. |

### WP2 DATA COLLECTION/GENERATION ACTIVITIES

*Table 7 - CLIMAS T2.1 data collection/generation activities*

| Element | Description |
|---|---|
| **Task 2.1** | Mapping citizen climate participation strategies adapted to diverse cultural, social, political, and environmental contexts and using different civic technologies tools |
| **Task leader** | IHS |
| **Data collection task** | Identification of participation strategies through the analysis of academic literature, grey literature, case study reviews and existing civic technology tools in diverse cultural, historical, political, and societal contexts. Methods for data collection: literature analysis, desk research. |
| **Data collection purpose** | The data will be collected with the goal of creating a map of citizen climate participation strategies (D2.1). |

| | |
|---|---|
| **Data category** | Stakeholder data<br>Personal stakeholder data<br>Best practice data |
| **Data type and format** | Collection of secondary sources such as website links, related publications, published data (.xlsx, .csv, .pdf)<br><br>Records of public sector (.xlsx, .csv)<br><br>Records of organizations (.xlsx, .csv)<br><br>Social, digital media and website data (.xlsx, .csv)<br><br>The mix of qualitative and quantitative data deriving by this activity will provisionally include 1. Title of the strategy, 2. Description of the context, 3. Type of strategy, 4. Engagement tools used, 5. Performance indicators. |
| **Data origin** | Citizens, Citizens' associations, Local communities, Civil society associations (e.g., CSOs, NGOs, etc.);<br><br>Scientific communities, researchers, academics,<br><br>Research performing and/or funding organizations (e.g., public/private research institutes, universities, research funding agencies, etc.);<br><br>Public authorities (regional and local authorities, municipal bodies, etc.) and decision makers at the national and EU level involved in research policies, support schemes, etc.;<br><br>Relevant Initiatives (EU projects focusing on systematic engagement of civil society in climate resilience); |
| **Expected data size** | Less than 1GB. |

*Table 8 - CLIMAS T2.2 data collection/generation activities*

| Element | Description |
|---|---|
| **Task 2.2** | Identifying bottlenecks, barriers and drivers for deliberation and finding solutions in Climate Assemblies |
| **Task leader** | CAMBIAMO |
| **Data collection task** | The qualitative data will be collected by conducting *3 webinars, 3 deliberation sessions, 3 visualisations exercises.* |
| **Data collection purpose** | Through the application of the design thinking methodology, insights on the bottlenecks, barriers and drivers for deliberation and finding solutions in Climate Assemblies will be collected and compiled into a report (D2.2). |
| **Data category** | Stakeholder data: Insights into the bottlenecks, barriers, and drivers, reaching deliberation by solving value-based problems. Personal stakeholder data |
| **Data type and format** | Minutes from interviews and workshops (.docx, .odt, .pdf)<br><br>Protocols (.docx, .odt, .pdf)<br><br>Audio recordings (.mp3)<br><br>List of participants (.xlsx) |

| Data origin | Partners' know-how;

Citizens, Citizens' associations, Local communities, Civil society associations (e.g., CSOs, NGOs, etc.);

Scientific communities, researchers, academics, professors;

Research performing and/or funding organizations (e.g., public/private research institutes, universities, research funding agencies, etc.);

Public authorities (regional and local authorities, municipal bodies, etc.) and decision makers at the national and EU level involved in research policies, support schemes, etc.;

Relevant Initiatives (EU projects focusing on systematic engagement of civil society in climate resilience); |
|---|---|
| Expected data size | Less than 1GB. |

*Table 9 - CLIMAS T2.3 data collection/generation activities*

| Element | Description |
|---|---|
| Task 2.3 | Understanding the EU regions and local communities' capacity to engage citizens in deciding climate change actions |
| Task leader | EIP |
| Data collection task | The quantitative and qualitative analysis conducted within this task relies on identification and collection of data related to the current practice of European city authorities on developing climate change policies, their current practice in developing these policies in response to climate assembly or formal public engagement outputs, and the existing city authorities' capacity to engage with stakeholders and end-users in the adoption of climate change principles.

The work in this task involves surveys and interviews with European city authorities. The participants will be informed that all personal data will be collected only upon receiving their informed consent for data collection, processing and usage, and any participant providing personal data can at any time withdraw their participation and related data from the survey or interview. The collection of and access to personal data is limited to the exclusive use of the project team. When possible, the interviews will be recorded and transcripts will be produced, but access rights will be limited to the exclusive use of the EIP project team for confidentiality reasons. All the qualitative and quantitative data collected within WP2; Task 2.3 will be analysed according to international academic standards. The written production related to WP2, Task 2.3 will be available on open-access platforms (i.e., CLIMAS websites) and on the EIP's institutional repository that allows free access to the public. Additionally, desk research on existing climate change policies will be conducted based on literature study/review and open data (re-use of existing data). |
| Data collection purpose | The result of this task will be a report that will present the current situation in European cities regarding the abilities to develop |

| | |
|---|---|
| | climate change policies, and their capacity to engage with end-users. The report will be used in WP5 by preparing recommendations for policymakers. |
| **Data category** | Stakeholder data, Personal Stakeholder data, Best practice data |
| | Quantitative and qualitative data set will include (i) practices of city authorities on developing climate change policies, (ii) their current practice in developing these policies in response to climate assembly or formal public engagement outputs, and (iii) the existing city authorities' capacity to engage with stakeholders and end-users in the adoption of climate change principles. |
| **Data type and format** | Collection of secondary sources such as website links, related publications, published data (.xlsx, .csv) |
| | Survey data (.xlsx, .csv) |
| | Minutes from interviews and workshops (.docx, .odt, .pdf) |
| | Video recordings (.mp4) |
| **Data origin** | Partners' know-how; |
| | Citizens, Citizens' associations, Local communities, Civil society associations (e.g., CSOs, NGOs, etc.); |
| | Scientific communities, researchers, academics, professors; |
| | Research performing and/or funding organizations (e.g., public/private research institutes, universities, research funding agencies, etc.); |
| | Public authorities (regional and local authorities, municipal bodies, etc.) and decision makers at the national and EU level involved in research policies, support schemes, etc.; |
| | Relevant Initiatives (EU projects focusing on systematic engagement of civil society in climate resilience); |
| **Expected data size** | Approx. 3GB |

## WP3 DATA COLLECTION/GENERATION ACTIVITIES

*Table 10 - CLIMAS T3.1 data collection/generation activities*

| Element | Description |
|---|---|
| **Task 3.1** | Development of Citizen-collaborative future scenario building methodology for a climate resilient society |
| **Task leader** | VUB |
| **Data collection task** | Organization of participatory future workshops applying the Future studies approach |
| **Data collection purpose** | The data will be collected to develop scenario building methodology for a climate resilient society (D3.1 & D3.8). The results of this task consist of the identification of several scenarios for climate resilient cities. |
| **Data category** | Stakeholder data: This activity's data include collections of ideas, experience and suggestions that will be collected and generated through the workshops. |

| | Personal stakeholder data |
|---|---|
| **Data type and format** | Minutes from interviews and workshops (.docx, .odt, .pdf)<br><br>Video recordings (.mp4)<br><br>List of participants (.xlsx) |
| **Data origin** | Partners' know-how;<br><br>Citizens, Citizens' associations, Local communities, Civil society associations (e.g., CSOs, NGOs, etc.) including minorities and marginalized groups;<br><br>Scientific communities, researchers, academics, professors;<br><br>Research performing and/or funding organizations (e.g., public/private research institutes, universities, research funding agencies, etc.);<br><br>Public authorities (regional and local authorities, municipal bodies, etc.) and decision makers at the national and EU level involved in research policies, support schemes, etc.;<br><br>Relevant Initiatives (EU projects focusing on systematic engagement of civil society in climate resilience); |
| **Expected data size** | Approx. 3GB. |

*Table 11 - CLIMAS T3.2 data collection/generation activities*

| Element | Description |
|---|---|
| **Task 3.2** | Methodological guidelines and manual for setting up and facilitating Climate Assemblies |
| **Task leader** | DELIBERATIVA |
| **Data collection task** | Organization of the roundtables with 7-10 persons for testing in Climate Assemblies and Living Labs. The organization of the roundtables will be based on the design thinking methodology. |
| **Data collection purpose** | The goal of the data collection activity is to extract the lessons learned from the participants to correct the initial design of the methodological guidelines and manual for setting up and facilitating the Climate Assemblies and to be able to present the final tool of the project (D3.2 & D3.9). |
| **Data category** | Stakeholder data: This activity's data includes collections of ideas, experience and suggestions that will be collected and generated through the roundtables.<br>Personal stakeholder data |
| **Data type and format** | Minutes from interviews and workshops (.docx, .odt, .pdf)<br><br>Video recordings (.mp4)<br><br>List of participants (.xlsx) |
| **Data origin** | Partners' know-how;<br><br>Citizens, Citizens' associations, Local communities, Civil society associations (e.g., CSOs, NGOs, etc.);<br><br>Scientific communities, researchers, academics, professors; |

| | Research performing and/or funding organizations (e.g., public/private research institutes, universities, research funding agencies, etc.); |
|---|---|
| | Public authorities (regional and local authorities, municipal bodies, etc.) and decision makers at the national and EU level involved in research policies, support schemes, etc.; |
| | Relevant Initiatives (EU projects focusing on systematic engagement of civil society in climate resilience); |
| **Expected data size** | Approx. 3GB. |

*Table 12 - CLIMAS T3.3 data collection/generation activities*

| Element | Description |
|---|---|
| **Task 3.3** | Tool on applying Citizen Science in Climate Assemblies |
| **Task leader** | EURECAT |
| **Data collection task** | Desk research. <br><br> The activity aims to collect and analyze data from the participatory platforms and other relevant sources related to the Climate Assemblies. |
| **Data collection purpose** | The data will be used for the creation of a guide to facilitate the usage of existing citizen science tools in the context of climate assemblies and adapted to different geographic contexts and to specific territories (D3.3 & D3.10) |
| **Data category** | Best practice data: The mix of qualitative and quantitative data deriving from this activity will provisionally include 1. Title of the participatory platform, 2. Description of the context, 3. Type of tools used, 4. Performance indicators. |
| **Data type and format** | Collection of secondary sources such as website links, related publications, published data (.xlsx, .csv) <br><br> Records of public sector(.xlsx, .csv) <br><br> Records of organizations (.xlsx, .csv) <br><br> Social, digital media and website data (.xlsx, .csv). |
| **Data origin** | Partners' know-how; <br><br> Citizens, Citizens' associations, Local communities, Civil society associations (e.g., CSOs, NGOs, etc.); <br><br> Scientific communities, researchers, academics, professors; <br><br> Research performing and/or funding organizations (e.g., public/private research institutes, universities, research funding agencies, etc.); <br><br> Public authorities (regional and local authorities, municipal bodies, etc.) and decision makers at the national and EU level involved in research policies, support schemes, etc.; <br><br> Relevant Initiatives (EU projects focusing on systematic engagement of civil society in climate resilience); |
| **Expected data size** | Approx. 1GB. |

*Table 13 - CLIMAS T3.4 data collection/generation activities*

| Element | Description |
|---|---|
| Task 3.4 | Toolkit for scenario prioritisation based on citizen and expert values |
| Task leader | VUB |
| Data collection task | Development and implementation of the prioritisation tool |
| Data collection purpose | The data collected relates to the evaluation given by participants to the different values associated with the different developed scenarios. This evaluation enables us to prioritise scenarios over others. |
| Data category | This activity's data include quantitative evaluations (i.e., a score). Stakeholder data, Personal stakeholder data |
| Data type and format | Scores (.xlsx, .sav, .tsv, .rdata) |
| Data origin | Respondents: can be any type of profile but first and foremost targeting: Citizens, Citizens' associations, Local communities, Civil society associations (e.g., CSOs, NGOs, etc.), including minorities and marginalised groups. |
| Expected data size | Approx. 3GB. |

*Table 14 - CLIMAS T3.6 data collection/generation activities*

| Element | Description |
|---|---|
| Task 3.6 | A knowledge and evidence-based support (KEBS) tool for Climate Assemblies' agenda setting |
| Task leader | TVS |
| Data collection task | Desk research. The design of Knowledge and evidence-based support (KEBS) tool will require the collection of relevant climate data, responses to climate related content of citizens in social media and national/ international agendas on climate. This task also involves a review and adoption of the best practices for the selected climate change data to align with FAIR principles about findability, accessibility, interoperability, and reusability of data. |
| Data collection purpose | Development of the knowledge and evidence-based support (KEBS) tool with the goal to set up the agenda of Climate Assemblies and to support scenario development and future planning. |
| Data category | Toolkit data: Relevant climate data through existing accessible national climate data in all living labs and international open access databases/ platforms (e.g., NextGEOSS, Copernicus). Responses to climate related content of citizens in social media. National/ international agendas on climate. |

| Data type and format | Collection of secondary sources such as website links, related publications, published data (.xlsx, .csv) |
|---|---|
| | Records of public sector(.xlsx, .csv) |
| | Records of organizations (.xlsx, .csv) |
| | Social, digital media and website data (.xlsx, .csv). |
| Data origin | Partners' know-how; |
| | Citizens, Citizens' associations, Local communities, Civil society associations (e.g., CSOs, NGOs, etc.); |
| | Scientific communities, researchers, academics, professors; |
| | Research performing and/or funding organizations (e.g., public/private research institutes, universities, research funding agencies, etc.); |
| | Public authorities (regional and local authorities, municipal bodies, etc.) and decision makers at the national and EU level involved in research policies, support schemes, etc.; |
| | Relevant Initiatives (EU projects focusing on systematic engagement of civil society in climate resilience); |
| Expected data size | Less than 1GB. |

*Table 15 - CLIMAS T3.7 data collection/generation activities*

| Element | Description |
|---|---|
| Task 3.7 | Multilingual Climate Assembly Portal: Exploring Participatory Platforms |
| Task leader | TVS |
| Data collection task | Desk research. |
| | The data collection task will include assembly of tools and resources (1) designed during the implementation of CLIMAS and (2) created by other organizations and initiatives. |
| Data collection purpose | The data collection results in the creation of the Multilingual Climate Assembly Portal. The Portal serves as an open to the public tool that offers an organized web directory of resources and tools related to citizen science, climate assemblies and climate change. It will also host knowledge co-creation features such as wikis, a collection of articles organized by topic and a list of events and other information on the CLIMAS project. |
| Data category | Toolkit data: The mix of qualitative and quantitative data deriving by this activity will provisionally include 1. Title of the tool/resource, 2. Description of the tool/resource, 3. Type of the tool resource, 4. Link to the tool/resource. |
| Data type and format | Collection of secondary sources such as website links, related publications, published data (.xlsx, .csv) |
| | Records of public sector(.xlsx, .csv) |
| | Records of organizations (.xlsx, .csv) |

| | |
|---|---|
| | Social, digital media and website data (.xlsx, .csv). |
| **Data origin** | Partners' know-how;

Citizens, Citizens' associations, Local communities, Civil society associations (e.g., CSOs, NGOs, etc.);

Scientific communities, researchers, academics, professors;

Research performing and/or funding organizations (e.g., public/private research institutes, universities, research funding agencies, etc.);

Public authorities (regional and local authorities, municipal bodies, etc.) and decision makers at the national and EU level involved in research policies, support schemes, etc.;

Relevant Initiatives (EU projects focusing on systematic engagement of civil society in climate resilience); |
| **Expected data size** | Less than 1GB. |

## WP4 DATA COLLECTION/GENERATION ACTIVITIES

*Table 16 - CLIMAS T4.1 data collection/generation activities*

| Element | Description |
|---|---|
| **Task 4.1** | Climate Assemblies' set-up and facilitation |
| **Task leader** | DELIBERATIVA |
| **Data collection task** | The data collection task includes monitoring the performance of established Climate Assemblies based on predefined list of KPIs. |
| **Data collection purpose** | The process of establishment and facilitation of Climate Assemblies strategy will be continuously monitored and evaluated following the methodology provided within the D3.2 "Methodological guidelines and manual for setting-up and facilitating Climate Assemblies" based on KPIs monitoring. |
| **Data category** | Toolkit and stakeholder data:

The provisional list of KPIs will focus on the participants, process and impact of Climate Assemblies and includes: (1) Number of citizen participants; (2) Number of facilitators; (3) Number of participant politicians; (4) Other stakeholders (e.g. expert advisors); (5) Level of diversity among the participants; (6) Level of diversity of topics addressed; (7) Level of effectiveness of Assembly process; (8) Impact and outcomes for members including climate action and civic attitudes and participation. It is important to note that it will be redefined and expanded in the later stages of the project. |
| **Data type and format** | Minutes from interviews and workshops (.docx, .odt, .pdf)

Video recordings (.mp4)

List of participants (.xlsx)

Collection of secondary sources such as website links, related publications, published data (.xlsx, .csv)

Records of public sector(.xlsx, .csv) |

| | |
|---|---|
| | Records of organizations (.xlsx, .csv) |
| | Social, digital media and website data (.xlsx, .csv). |
| **Data origin** | Partners' know-how; |
| | Citizens, Citizens' associations, Local communities, Civil society associations (e.g., CSOs, NGOs, etc.); |
| | Scientific communities, researchers, academics, professors; |
| | Research performing and/or funding organizations (e.g., public/private research institutes, universities, research funding agencies, etc.); |
| | Public authorities (regional and local authorities, municipal bodies, etc.) and decision makers at the national and EU level involved in research policies, support schemes, etc.; |
| | Relevant Initiatives (EU projects focusing on systematic engagement of civil society in climate resilience); |
| **Expected data size** | Approx. 3GB. |

*Table 17 - CLIMAS T4.2, T4.3, T4.4 data collection/generation activities*

| Element | Description |
|---|---|
| **Tasks 4.2, 4.3, 4.4** | Testing phases 1, 2 & 3 |
| **Task leader** | Eurecat, CAMBIAMO |
| **Data collection task** | The task includes testing and calibration of the tools developed in the WP3. This involves variety of feedback-collection activities: |
| | Ideation of advanced concepts on the citizen science data collection related to climate by the stakeholders' group (relevant individuals/organizations representing the quadruple-helix); |
| | Organisation of deliberation round tables with the goal to select a limited list of scenarios and pathways and identification of values for their evaluation. |
| | Rating of the scenarios, pathways, and values. |
| | Organisation of 7-10 person round tables in Climate Assemblies and followed by activities in the Living Labs including participants from different social groups. |
| **Data collection purpose** | To test, calibrate and adapt the Toolbox in the context of Climate Assemblies and Living Labs. |
| **Data category** | Toolkit data , personal stakeholder data, stakeholder data: this activity's data include collections of ideas, experience and suggestions that will be collected and generated through the participatory workshops and roundtables. |
| | Feedback gathered through the activities will be handled and reported in an aggregated form, without any reference to personal or sensitive data, and after anonymisation of the data. Only summarized results of the monitoring will be published. |
| **Data type and format** | Minutes from interviews and workshops (.docx, .odt, .pdf) |

| | Video recordings (.mp4) |
| --- | --- |
| | List of participants (.xlsx) |
| | Collection of secondary sources such as website links, related publications, published data (.xlsx, .csv) |
| | Records of public sector(.xlsx, .csv) |
| | Records of organizations (.xlsx, .csv) |
| | Social, digital media and website data (.xlsx, .csv). |
| **Data origin** | Partners' know-how; |
| | Citizens, Citizens' associations, Local communities, Civil society associations (e.g., CSOs, NGOs, etc.); |
| | Scientific communities, researchers, academics, professors; |
| | Research performing and/or funding organizations (e.g., public/private research institutes, universities, research funding agencies, etc.); |
| | Public authorities (regional and local authorities, municipal bodies, etc.) and decision makers at the national and EU level involved in research policies, support schemes, etc.; |
| | Relevant Initiatives (EU projects focusing on systematic engagement of civil society in climate resilience); |
| **Expected data size** | Approx. 3GB |

*Table 18 - CLIMAS T4.5 data collection/generation activities*

| Element | Description |
| --- | --- |
| **Task 4.5** | Toolbox evaluation and validation |
| **Task leader** | UAEGEAN |
| **Data collection task** | To evaluate and validate the Toolbox, the activities will include an iterative small-scale qualitative expert and citizens` interviews and large-scale quantitative surveys. |
| **Data collection purpose** | This task is the final step of implementation, testing and calibration and compiling the final version of all the tools into one integrated toolbox. |
| **Data category** | Toolkit data |
| **Data type and format** | Minutes from interviews and workshops (.docx, .odt, .pdf) |
| | Video recordings (.mp4) |
| | List of participants (.xlsx) |
| | Collection of secondary sources such as website links, related publications, published data (.xlsx, .csv) |
| | Records of public sector(.xlsx, .csv) |
| | Records of organizations (.xlsx, .csv) |
| | Social, digital media and website data (.xlsx, .csv) |
| | Survey data (.xlsx, .csv) |

| Data origin | Partners' know-how; |
| --- | --- |
| | Citizens, Citizens' associations, Local communities, Civil society associations (e.g., CSOs, NGOs, etc.); |
| | Scientific communities, researchers, academics, professors; |
| | Research performing and/or funding organizations (e.g., public/private research institutes, universities, research funding agencies, etc.); |
| | Public authorities (regional and local authorities, municipal bodies, etc.) and decision makers at the national and EU level involved in research policies, support schemes, etc.; |
| | Relevant Initiatives (EU projects focusing on systematic engagement of civil society in climate resilience); |
| Expected data size | Approx. 3GB |

## WP5 DATA COLLECTION/GENERATION ACTIVITIES

*Table 19 - CLIMAS T5.1 & T5.2 data collection/generation activities*

| Element | Description |
| --- | --- |
| Tasks 5.1 & 5.2 | Analysis of the performance and created impact of Climate Assemblies |
| Task leader | VILNIUS TECH, UAEGEAN |
| Data collection task | This data collection task will include applying Climate Assemblies Performance monitoring methodology and carrying out surveys among participating and observing actors (i.e., participants, facilitators, experts, observers) measure project impact. |
| Data collection purpose | The methodology and resulting data will have practical value after the end of the project for different Climate Assemblies monitoring their performance and policymakers in terms of preparing long-term strategies of citizen engagement. |
| Data category | Stakeholder data, Personal stakeholder data: Quantitative data will provisionally include insights on (1) the quality of the Climate Assembly process; (2) inclusivity and accessibility of the process; and (3) impact of the Climate Assemblies and resulting outcomes. |
| Data type and format | Survey data (.xlsx, .csv) |
| Data origin | Citizens, Citizens' associations, Local communities, Civil society associations (e.g., CSOs, NGOs, etc.); |
| Expected data size | Approx. 3GB |

## WP6 DATA COLLECTION/GENERATION ACTIVITIES

*Table 20 - CLIMAS T6.1 & T6.2 data collection/generation activities*

| Element | Description |
| --- | --- |
| Tasks 6.1 & 6.2 | Communication, Dissemination and Exploitation plan and its implementation |

| Task leader | DEEP BLUE |
|---|---|
| Data collection task | Monitoring and assessment of the dissemination and communication results of the project with a view to measuring the impact of the relevant activities. |
| Data collection purpose | The Communication and dissemination plan address the overall project communication, and dissemination needs. The plan specifies strategies, actions, timing, and tools. Moreover, it will identify the relevant stakeholders and build a database structured in target audiences. Activities will be carried out throughout the project.<br><br>The Communication and dissemination plan address the overall project communication, and dissemination needs. The plan specifies strategies, actions, timing, and tools. The communication and dissemination strategy will be continuously evaluated following the methodology provided within the Communication and Dissemination Plan based on KPIs monitoring. |
| Data category | Consortium data, Stakeholder data & Personal stakeholder data |
| Data type and format | Social, digital media and website data (.xlsx, .csv)<br><br>Protocols (.docx, .odt, .pdf)<br><br>List of participants (.xlsx)<br><br>Reports (.docx, .odt, .pdf)<br><br>Presentations (.pptx) |
| Data origin | Partners' know-how and data |
| Expected data size | Approx. 3GB |

*Table 21 - CLIMAS T6.3 data collection/generation activities*

| Element | Description |
|---|---|
| Task 6.3 | Citizen engaging campaigns |
| Task leader | EIP |
| Data collection task | This task will deal with awareness-raising campaigns towards local entities and cities, and with training campaigns for engaging and empowering citizens. The campaigns will include information packages, presentations, video, conferences, events organized in collaboration with other stakeholders, and training sessions. |
| Data collection purpose | The task will develop an information service targeted at local entities and cities, and training sessions. |
| Data category | Consortium data: Personal data collection in this task refers to the participants that attend conferences, events organized by the CLIMAS consortium and to the training session developed within the project. This data is the full name, organization, and e-mail addresses of the attendees. Participants will be informed that recordings or photos may be taken during these types of events and will be notified of this at the time of registration. These products may become available on CLIMAS websites.<br>Stakeholder data & Personal stakeholder data |
| Data type and format | Social, digital media and website data (.xlsx, .csv) |

| | |
|---|---|
| | Protocols (.docx, .odt, .pdf) |
| | List of participants (.xlsx) |
| | Reports (.docx, .odt, .pdf) |
| | Presentations (.pptx) |
| **Data origin** | Partners' know-how and data |
| **Expected data size** | The expected size of the data will be estimated during the task work due to variability in amount and type of the data to be created. |

*Table 22 - CLIMAS T6.4 data collection/generation activities*

| Element | Description |
|---|---|
| **Task 6.4** | Knowledge Transfer and Interactions |
| **Task leader** | EIP |
| **Data collection task** | This task will deal with all the Knowledge Transfer interactions and with the collaboration with other relevant projects funded under this topic and other topics in the Mission Climate Adaptation as well as in other relevant Missions. The collaboration will include joint workshops, the exchange of knowledge, the development and adoption of best practices, or joint communication activities. |
| **Data collection purpose** | The scope of this task is to foster the compatibility and potential integration of the outcome and effects of the different projects, on one hand, and on the other is to establish, maintain and animate the Living Labs and Advisory Board. |
| **Data category** | Consortium data: Personal data collection in this task refers to the participants that attend meetings organized by the CLIMAS consortium. This data is the full name, organization, and e-mail addresses of the attendees. Participants will be informed that recordings or photos may be taken during these meetings and will be notified of this at the time of registration. These products may become available on CLIMAS websites. <br> Stakeholder data & personal stakeholder data |
| **Data type and format** | Social, digital media and website data (.xlsx, .csv) |
| | Protocols (.docx, .odt, .pdf) |
| | List of participants (.xlsx) |
| | Reports (.docx, .odt, .pdf) |
| | Presentations (.pptx) |
| **Data origin** | Partners' know-how and data |
| **Expected data size** | The expected size of the data will be estimated during the task work due to variability in amount and type of the data to be created. |

*Table 23 - CLIMAS T6.5 data collection/generation activities*

| Element | Description |
|---|---|
| **Task 6.5** | Advisory Board set up and operation |
| **Task leader** | DEEP BLUE |

| | |
|---|---|
| **Data collection task** | The data collection task involves collection of information relevant to implementation of CLIMAS on the members of the project's Advisory Board. |
| **Data collection purpose** | The Advisory Board of CLIMAS will be comprised of a multi-stakeholder roster of relevant experts (CS experts, RRI experts, experts in public engagement, etc.). The Board will act as a consultation body for the project, providing us with strategic guidance in key stages of the project, revising deliverables related to the milestones, as well as extending the reach of our consortium to stakeholder communities. |
| **Data category** | Consortium data: Data on Advisory Board members (mailing list, address, affiliation, bank details for reimbursement, etc.). Information about the candidate members will remain confidential between the consortium and personal data will be treated as expected by the GRPR. |
| **Data type and format** | List of participants (.xlsx) |
| **Data origin** | Citizens, Citizens' associations, Local communities, Civil society associations (e.g., CSOs, NGOs, etc.); Scientific communities, researchers, academics, professors; Research performing and/or funding organizations (e.g., public/private research institutes, universities, research funding agencies, etc.); Public authorities (regional and local authorities, municipal bodies, etc.) and decision makers at the national and EU level involved in research policies, support schemes, etc.; Relevant Initiatives (EU projects focusing on systematic engagement of civil society in climate resilience); |
| **Expected data size** | 50MB |